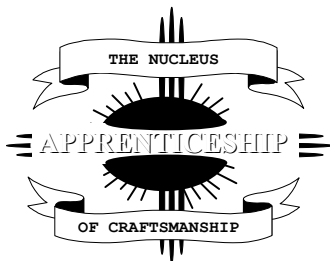




ON-THE-JOB TRAINING STANDARDS
adopted by

WASHINGTON STATE DEPARTMENT OF CORRECTIONS

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u> <u>DOT</u>	<u>Term</u>
CORRECTIONAL OFFICER	372.667-018	12 MONTHS (2000 HOURS)



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

JUNE 1, 1982
Initial Approval

By: LAFRANK NEWELL
Chairman of Council

OCTOBER 18, 2002
Committee Amended

By: PATRICK WOODS
Secretary of Council

JANUARY 14, 2000
Addendum Amended

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NOTE: THE FOLLOWING ADDENDUM SHALL BE SPECIFIED TO THE INDIVIDUAL ON-THE-JOB TRAINING ESTABLISHMENT AND ITS CRAFTS.

1. GEOGRAPHICAL AREA COVERED:

The geographical area covered by these standards shall be State of Washington.

2. MINIMUM QUALIFICATIONS:

Age: Must be 18 years of age.

Education: Graduation from high school or GED equivalent

Physical: Ability to pass Correctional Officer Academy including physical fitness and defensive tactics portions.

Testing: Completion of an evaluation of experience and training (E&T) administered by Department of Personnel

Other: 1) One year of paid or volunteer work experience, equivalent to full time; successful completion of 30 semester or 45 quarter hours of college-level course work majoring in a social or behavioral science or criminal justice OR successful completion of a correctional officer training course approved by the Department of Corrections may substitute for experience.
2) Possession of a valid drivers license is required.

3. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

A. Selection Procedures:

Exempt per WAC 296-04-405(1)(b)(iv) by reason of selection through implementation of the state's civil service system.

4. TERM OF TRAINING:

The term of training shall be 2000 hours of work experience.

5. PROBATIONARY PERIOD:

The probationary period shall be 12 months of employment in accordance with RCW 41.06.

6. RATIO:

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At every Department of Corrections (DOC) facility, the ratio of trainees to qualified, fully trained personnel in this classification shall be not less than one trainee to two journey-level employees. NOTE: All on-the-job training is done by specially trained journey-level employees (job coaches) under the direction of the COACH supervisor assigned to the DOC facility

7. WAGE PROGRESSION:

The employer signatory certifies that wages to be paid the trainee upon entrance to training are at least 50% of the wages paid a fully qualified, journey-level Correctional Officer and will be increased in regular periodic increments as specified in WAC 356-14.

Trainees hired as a Correctional Officer-1 (a designated in-training position) are paid at salary schedule level 38. Correction Officer-2 is the journey-level for this classification and is paid at salary schedule level 40. The objective wage rate may be changed by Department of Personnel as specified in WAC 356-14.

After successfully completing the one-year training plan as mandated by the DOC, incumbent employees in the Correction Officer-1 job class automatically advance to the Correctional Officer-2 level. However, they must complete an additional six months of probationary training/review to hold permanent status at that level

The trainee shall be paid the following scale over the period of training:

1st 1000 hour period = salary schedule level 38 step A

2nd 1000 hour period = salary schedule level 38 step B

Trainees who receive credit for previous experience (e.g., intermittent or temporary work as a correctional officer) may be paid above minimum step upon appointment to an in-training position.

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8. WORK PROCESSES:

At the completion of Correctional Worker Core of the Correctional Officer Academy (RCW 43.101.220) and the facility employee orientation program, a correctional officer is considered ready for post assignment. Over the initial 12-months in an in-training position, the Correctional Officer-1 must complete all elements of the Department's structured on-the-job training program (COACH) to be advanced to a Correctional Officer-2. The successful completion of additional training during a six-month probationary period in this classification results in achievement of journey-level status as a correctional officer.

NOTE: With the exception of the formal classroom training described below, the Department's COACH program is performance-based and not specifically hours driven. However, to complete the program, trainees must successfully demonstrate they know the critical information and can perform the identified skills spelled out in the twenty functional areas that comprise the COACH curriculum. Trainees are formally evaluated every four months during their participation in the program. Failure to demonstrate satisfactory performance in all twenty areas, during the 12-months of employment in an in-training position, will result in termination of employment as a correctional officer.

Successful completion of Correction Worker Core and COACH will earn the trainee 30 quarter-hour college credits toward an Associate in Applied Science degree in Correctional Sciences from Peninsula College of Port Angeles, Washington.

CORRECTIONAL OFFICER: D.O.T. #372.667-018
APPROXIMATE HOURS (For Classroom Training)

Unit Management (five and one half months allocated; 1000 hours)

- 1.0 Administrative Issues
- 2.0 Behavior Management
- 3.0 Counts
- 4.0 Emergency Response
- 5.0 Equipment & Proper Usage
- 6.0 Property Management
- 7.0 Movement
- 8.0 Reports and Documentation
- 9.0 Searches and Inspections
- 10.0 Professionalism

General Shift Security (five and one half months allocated; 1000 hours)

- 1.0 Administrative
- 2.0 Behavior Management
- 3.0 Communications
- 4.0 Incident Response
- 5.0 Equipment and Proper Usage
- 6.0 Restraints

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- 7.0 Inmate Movement
- 8.0 Reports and Documentation
- 9.0 Searches
- 10.0 Professionalism

NOTE: While several of these topics appear identical, the specific knowledge and skill performance expectations addressed within each will vary because each is targeted to the overall function (**Unit Management** or **General Shift Security**) it appears within.

ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN INVOLVED IN THESE STANDARDS.

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9. RELATED/SUPPLEMENTAL INSTRUCTION:

Correctional Worker Core	200
Facility/site-specific New Employee Orientation	40
COACH seminars (five must be completed in 12-month in-training position) (TOPICS: Introduction to Use of Lethal Force, Welcome to COACH, Elective Cross-Training/Job Shadowing, Job Coach Transitioning, Regional Specific Issues)	40

- A. Trainees must complete a physical ability test in order to participate in the Department of Corrections five-week Correctional Worker Core or a four-week Correctional Officer Academy (COA) at the Criminal Justice Training Commission. They must demonstrate the ability to perform specified defensive tactic moves in order to successfully complete either curriculum.
- B. In addition to COACH seminars above, the following are required for trainees who attend COA at the Criminal Justice Training Commission: Industrial First Aid/CPR and Tactical Verbal Skills.
- C. Regular courses that fulfill the related/supplemental training requirements of these training standards will be delivered by Department of Corrections employees certified as vocational instructors by the Performance Institute of Peninsula College, Port Angeles, Washington.

10. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

None.

11. COMPOSITION OF COMMITTEE:

The Employer Representatives Shall Be:

Peter J. "PJ" Braun
HRC4/Curriculum Development
Specialist
PO Box 41104
Olympia, WA 98504-1104

Kevin Bovenkamp (Alternate Signature
Authority)
Performance Manager
PO Box 41104
Olympia, WA 98504-1104

The Employee Representative Shall Be:

Washington State Apprenticeship and Training Council
Department of Labor and Industries
PO Box 44530
Olympia WA 98504-4530

FACILITY: All State of Washington Department of Corrections facilities housing adult felons.

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OCCUPATION: Correctional Officer

NOTE: The following addendum shall be applicable to all facilities in the State of Washington for whom a blanket OJT Training Program approval is granted by the Department of Labor and Industries, Apprenticeship and Training Division, as approval agency for the Veterans Administration.

ADDENDUM:

1. AREA COVERED:

The area to be covered by these standards shall be all of the State of Washington.

2. BLANKET APPROVALS: (Definition)

A blanket approval is one which is negotiated between the Apprenticeship and Training Division as approval agency for the Veterans Administration and a Corporate entity (i.e., Regional Headquarters, District Headquarters, etc.), having the authority to set training standards for all of its branches within a given area (state, county, city, etc.).

3. CRITERIA:

Compliance with the following criteria is required in all blanket approval cases:

- a. The contents of the program must be sufficient to sustain the training wherever the veteran is moved within the system.
- b. There must be a designated central contact point from which the Apprenticeship and Training Division or the Veterans Administration may obtain VA Enrollment Certificates, Monthly Certification cards of hours worked, Training Agreements and where the Training Progress Records for hands-on related training may be inspected by the VA when necessary.
- c. The Apprenticeship & Training Division and the Veterans Administration must be notified in writing when the veteran changes places of training (Branch to Branch), as long as he or she is in the program.
- d. A listing of all branch facilities involved in the training program will be appended hereto. This listing will be updated with additions and deletions as they occur.

DEPARTMENT OF CORRECTIONS - FACILITIES

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Ahtanum View Correctional Complex (AVCC) 2009 South 64th Avenue Yakima, WA 98903	Airway Heights Corrections Center (AHCC) 11919 West Sprague Avenue PO Box 1899 Airway Heights, WA 99001
Cedar Creek Corrections Center (CCCC) 1 Bordeaux Road PO Box 37 Littlerock, WA 98556	Clallam Bay Corrections Center (CBCC) 1830 Eagle Crest Way Clallam Bay, WA 98326-9723
Coyote Ridge Corrections Center (CRCC) PO Box 769 Connell, WA 99326-0769	Larch Corrections Center (LCC) 15314 NE Dole Valley Road Yacolt, WA 98675-9531
McNeil Island Corrections Center (MICC) 1403 Commercial Street PO Box 88900 Steilacoom, WA 98388-0900	Monroe Corrections Center (MCC) 16700 - 177th Avenue SE PO Box 777 Monroe, WA 98272-0777
Olympic Corrections Center (OCC) 11235 Hoh Mainline Forks, WA 98331	Pine Lodge Pre-Release (PLPR) 751 South Pine Street PO Box 300
Stafford Creek Corrections Center (SCCC) 191 Constantine Way Aberdeen, WA 98520	Tacoma Pre-Release (TPR) PO Box 881038 Steilacoom WA 98388-0530
Tri-Cities Work Release (TCWR) 524 East Bruneau Kennewick, WA 99336	Washington Corrections Center (WCC) West 2321 Dayton Airport PO Box 900 Shelton, WA 98584
Washington Corrections Center for Women (WCCW) 9601 Bujacich Road NW PO Box 17 Gig Harbor, WA 98335-0017	Washington State Penitentiary (WSP) 1313 North 13th Street Walla Walla, WA 99362-1065